OSA 0070-64

MEMORANDUM FOR: Assistant Director, OSA

SUBJECT: Keeping Field Detachments Informed

1. This memorandum contains a recommendation for the approval of the Assistant Director, OSA. Such recommendation is contained in Paragraph 3.

2. It is recognized that frequently Detachment personnel are not kept informed of Headquarter's activities, programs and plans - especially when they do not directly and immediately affect the particular unit. While the reasons for this situation could be enumerated - I believe the basic one is that there has been no set procedure by which such advisories could conveniently be forwarded. Since each Detachment is required to make a monthly report and should be acknowledged by appropriate comments, it is suggested that general updating information be included in these Headquarter's replies. Each Division/Staff could, in addition to specific replies, include a paragraph devoted to "Newsletter" type information, where briefs of activities, changes in personnel and/ or organization, plans for future, on going programs, etc., could be mentioned.

3. Recommend that:

a. Upon receipt of Detachment Commander's Report the OSA Staff Chiefs and Deputies be responsible for necessary staffing of specific "action required" items and to prepare a message, making appropriate replies thereto, within four (4) working days.

b. A separate section of the "replies to the Commander's Report" to be devoted to updating the Detachments on items of general interest.

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c. The Deputy for Field Activities be designated as the proper responsible office for overall implementation of the OSA policy outlined above.

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Lt. Colonel   USAF
Deputy for Field Activities, OSA

The recommendation contained in paragraph 3 is approved:

1 7 JAN 1964

(Signed) Jack C. Ledford

Assistant Director, OSA

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